



To turn on full keyboard navigation, choose Edit > Preferences, click General, and select "Enable full keyboard navigation."

## Playback shortcuts

<b>Enter</b>	Play the currently selected song
<b>Control-Alt-Arrow</b>	Move forward or backward within a song
<b>Shift-Right Arrow or Left Arrow</b>	Listen to the next or previous album
<b>Left Arrow or Right Arrow (or click the Skip Forward or Skip Backward controls)</b>	Go to the next or previous song in a list

## Library and playlist shortcuts

<b>Ctrl-click a checkbox next to song</b>	Select/deselect all songs in a list
<b>Shift-click the Add (+) button</b>	Create a playlist from a selection
<b>Shift-click the Add (+) button</b>	Create a new Smart Playlist
<b>Alt-click the Shuffle button</b>	Reshuffle the current playlist
<b>F5</b>	Refresh the Radio or iTunes DJ list
<b>F5</b>	Refresh a Genius Playlist

## iTunes Store shortcuts

<b>Ctrl - ] or Alt-Right Arrow</b>	Go to the next page in the iTunes Store
<b>Ctrl - [ or Alt-Left Arrow</b>	Go to the previous page in the iTunes Store
<b>F5</b>	Check for new podcast episodes (when Podcasts is selected)
<b>Add search term and press Shift-Enter</b>	Initiate a search in the iTunes Store
<b>Alt-S</b>	Open the Store menu
<b>F5</b>	Check for app updates

## iPod & iPhone shortcuts

<b>Press Shift-Ctrl as you connect the iPod / iPhone to your computer (hold the keys down until the iPod appears in the iTunes window)</b>	Prevent iPod / iPhone from automatically syncing when you connect it to your computer
--	---

## File and window shortcuts

<b>Ctrl-click a triangle</b>	Expand or collapse all the triangles in the Radio's Stream list
<b>Click the zoom control in the upper-left corner</b>	Shrink the iTunes window to show only the playback controls
<b>Alt-N or Alt-P</b>	In the Get Info window, see the info for the next or previous song in the list
<b>Ctrl-Alt-F</b>	Select the search field
<b>While the video is playing, press the Ctrl key, click the movie, and choose Set Poster Frame</b>	Choose artwork for the selected video

## File menu shortcuts

<b>Ctrl-N</b>	Create a new playlist
<b>Ctrl-O</b>	Add a file to your music library
<b>Ctrl-W</b>	Close the iTunes window
<b>Ctrl-I</b>	Open the song or CD Info window for the selected song or CD
<b>Ctrl-R</b>	Show where a song file is located
<b>Ctrl-L</b>	Show the currently playing song in the list

## With full keyboard navigation enabled

<b>Press Tab</b>	Select the next control
<b>Press Enter</b>	Click the currently selected control
<b>Left Arrow or Right Arrow, or + and - on the numeric keypad</b>	Open or close the selected item's disclosure triangle

## Edit menu shortcuts

<b>Ctrl-.</b>	Open iTunes Preferences
<b>Ctrl-Z</b>	Undo your last typing change while still in edit mode
<b>Ctrl-X</b>	Cut the selected song's information or artwork
<b>Ctrl-C</b>	Copy the selected song's information or artwork
<b>Ctrl-V</b>	Paste the selected song's information or artwork
<b>Ctrl-A</b>	Select all the songs in the list
<b>Shift-Ctrl-A</b>	Deselect all the songs in the list

## Control menu shortcuts

<b>Space Bar</b>	Start or stop playing the selected song
<b>Right Arrow</b>	When a song is playing, play the next song in a list
<b>Left Arrow</b>	When a song is playing, play the previous song
<b>Ctrl-Up Arrow</b>	Increase the volume
<b>Ctrl-Down Arrow</b>	Decrease the volume
<b>Ctrl-Alt-Down Arrow</b>	Mute the sound (song keeps playing)
<b>Ctrl-E</b>	Eject a CD

## View menu shortcuts

<b>Ctrl-B</b>	Hide or show the Browser (Artist and Album columns)
<b>Ctrl-G</b>	Hide or show song artwork
<b>Ctrl-T</b>	Turn the visualizer on or off
<b>Ctrl-F</b>	Switch between visual effects using the entire screen or appearing in the iTunes window (when visualizer is on)
<b>Ctrl-J</b>	Open the View Options window for the selected source

## General shortcuts

<b>Ctrl-Shift (while opening iTunes)</b>	Open iTunes in "safe mode" (without external plug-ins)
<b>F2</b>	Edit the name of the currently selected item
<b>F5</b>	Refresh source list
<b>Ctrl-Break</b>	Interrupt the current process (burning a CD, syncing, converting a file, and so on)
<b>Ctrl-?</b>	Open iTunes Help

## Advanced menu shortcuts

<b>Ctrl-U</b>	Stream audio file at a specific URL to iTunes
---------------	---

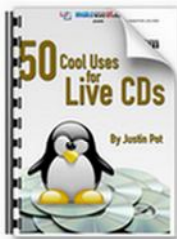
# makeuseof.com

Did you like this CheatSheet? Then why not visit MakeUseOf.com for daily posts on cool websites, free software and internet tips.

If you want more great CheatSheets and MakeUseOf Guides join using the link below.

<http://www.makeuseof.com/pages/>

## Over 50 Free Downloadable PDF Guides



Download 50+ MakeUseOf Guides on a wide range of subjects. More than a million downloads so far. All free. Enjoy and share!

## Free Printable Cheat Sheets



Get printable cheat sheets and shortcuts for your favorite programs and sites. These cheat sheets will make you more productive!